

# **ARIZONA ICEBERG LETTUCE RESEARCH COUNCIL**

1688 West Adams Street  
Phoenix, Arizona 85007  
(602) 542-3262

## **NOTICE OF AVAILABILITY OF FUNDS**

### **RESEARCH GRANT PROGRAM APPLICATION AND MANUAL**

**MAY 11, 2007**

Dear Research Grant Applicant:

The Arizona Iceberg Lettuce Research Council (AILRC) is pleased to present the 2007 Research Grant Application and Manual (Manual). Grant monies are expected to be available to successful applicants in July 2007. This Manual contains general program information, application guidelines, criteria, and application requirements.

All forms necessary to complete an application are available in this Manual and may be reproduced.

Please contact Lisa James if you have any questions.

Lisa James  
AILRC Administrator  
Arizona Department of Agriculture  
1688 W. Adams  
Phoenix, AZ 85007  
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## INTRODUCTION

### AILRC GRANT PROGRAM

The Arizona Iceberg Lettuce Research Council ("AILRC") has established a Grant program to assist Arizona iceberg lettuce producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona iceberg lettuce producers through the AILRC. The AILRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(4) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-106 (attached).

### FUNDING SOURCE

Funds for the AILRC grants are available primarily from per carton assessments on iceberg lettuce grown in Arizona imposed pursuant to A.R.S. § 3-526.04.

For this grant cycle, approximately \$83,500.00 is available for the AILRC grants. AILRC may award multiple grants from these funds contingent upon the availability of funds at the time of award. The AILRC expects to issue Grant awards in July 2007.

### DEADLINES

AILRC must receive completed applications no later than **3:00 p.m. on Monday, June 18, 2007**. *This is not a postmark deadline. Applications must be received by the grant deadline date and time.* Late applications received by the AILRC shall be returned without review. Applications will be publicly opened and stamped received on this date.

Applications must be delivered to:

Lisa James, Council Administrator  
AILRC Grant Applications  
Arizona Department of Agriculture  
1688 W. Adams St.  
Phoenix, AZ 85007

### GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

### GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §§ 35-154 & 41-621, awardees shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents and

employees, including the AILRC and its members, from all claims, actions, liabilities, damages, losses, or expenses for bodily or personal injury, or loss or damage to property caused by the awardee as a result of work performed due to the filing of this application or enforcement or monitoring undertaken due to the grant.

#### **RECORDS REQUIREMENT COMPLIANCE**

As required by A.R.S. § 35-214, the awardee shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the Grant award agreement for a period of five years after the completion of the Grant award agreement. All records shall be subject to inspection and audit by State of Arizona personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

### **GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS**

#### **PROPOSED PROJECTS**

A.R.S. §3-526.02 (B) provides, the AILRC may authorize or contract for:

1. Research, development and survey programs concerning varietal development
2. Programs for lettuce pest eradication
3. Programs concerning production, harvesting, handling, and hauling from the field to market
4. Any other programs, excluding sales or marketing, the AILRC deems to be appropriate for the purposes of A.R.S § 3-526 et seq.

A.R.S. §526.02 (C)(5) provides, the AILRC may make grants to research agencies for financing appropriate studies, or to purchase or acquire equipment and facilities consistent with A.R.S §3-526 et seq.

Examples of projects that may receive funding are:

- Projects that detect and eradicate pests
- Projects that offer remedies to iceberg lettuce diseases

The AILRC encourages collaboration by entities for community partnerships.

The AILRC may schedule time for each applicant to orally present their proposal during its meeting expected to be held in July of 2007. Presentations are voluntary, but the AILRC members may have questions of applicants that could be addressed at that time. The Council Administrator will directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

### **APPLICATION INSTRUCTIONS**

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this Manual as well as A.A.C. R3-9-106 (attached), to be considered eligible for a Grant. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- Include a completed and signed Application Form and completed Proposed Project Description and Scope of Work.
- Include an itemized proposed project budget with all direct costs of the proposed project. The budget for the proposed project shall not include overhead expenses.
- The applicant must submit ONE (1) complete original application and seven (7) additional copies. **The person authorized to receive funds must sign the original copy of the application and subsequent documents in the grant process.**

### **CRITERIA**

The following criteria shall be used by the AILRC for evaluating grant applications and awarding the AILRC funds.

1. The applicant's successful completion of prior research projects,
2. The extent to which the proposed project identifies solutions to current issues facing the iceberg lettuce industry,
3. The extent to which the proposed project addresses future issues facing the iceberg lettuce industry,
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year,
5. The appropriateness of the budget request in achieving the project objectives,
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

**APPLICATION**  
**AILRC Grant Program**

**INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED**

**Company/Organization Name:**\_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Mailing Address:**\_\_\_\_\_

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip:**\_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Fax:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Email Address:**\_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**I hereby certify that the information in this application is true and correct to the best of my knowledge.**

**Authorized  
Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **PROPOSED PROJECT DESCRIPTION AND SCOPE OF WORK**

**Part I.** In detail, please identify your proposed project and personnel. This should include: the project title, the principal investigator(s), cooperating investigators, and the expected location(s) where the project will be undertaken.

**Part II.** In detail, please explain the rationale behind your proposed project. Explain the significance, need, and benefit to the industry, previous work on the subject (if any), and the long range objectives for the project with appropriate objective timeline.

**Part III.** How will you measure the progress and performance of your proposed project? What are your immediate objectives during the grant period?

**Part IV.** Please explain and include a timeline for your expected work product, with a brief synopsis of any and all work and procedures planned during the grant period. Also, please provide a timeline for reporting on the project, including at least one progress report during the grant period.

**Part V.** Please include an itemized budget of how grant funds will be spent. It is suggested that you use the “Suggested Budget Format” included in this manual.

**ARIZONA ICEBERG LETTUCE RESEARCH COUNCIL  
SUGGESTED BUDGET FORMAT**

<b>A. SALARIES</b>	<b>Amount Requested from AILRC (Individual Amounts)</b>	<b><u>Totals</u></b>
Technician	_____	_____
Lab Assistant	_____	_____
Secretary	_____	_____
Other	_____	_____
Employee Benefits <sup>1</sup>	_____	_____
Subtotal	_____	_____
 <b>B. SUPPLIES AND EXPENSES</b>		
Materials	_____	_____
Equipment	_____	_____
Laboratory	_____	_____
Analysis	_____	_____
Computer Analysis	_____	_____
Field Operations	_____	_____
Travel	_____	_____
Miscellaneous	_____	_____
Subtotal	_____	_____
 <b>C. TOTAL</b>		=====
 Net Request		_____

<sup>1</sup> These are specific percentages, depending on employees' category. Consult department administrative assistant or business office.



## **DEFINITIONS AND ABBREVIATIONS**

“AILRC” means the Arizona Iceberg Lettuce Research Council.

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of an applicant and responsible for the execution of the applicant’s project.

“Awardee” means an applicant to whom the AILRC awards grant funds for a proposed project.

“Grant” means an award of financial support to an applicant according to A.R.S. § 3-526.02 (B) and (C)(5).

“Grant award agreement” means a document advising an applicant of the amount of money awarded following receipt by the AILRC of the applicant’s signed acceptance of the award.

## **CHECKLIST**

- ☐ **Signed and completed application form**
- ☐ **Completed project proposal description (Parts I –V)**
- ☐ **Detailed project budget proposal**
- ☐ **One original copy of the application and seven (7) copies.**

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### **3-9-106. Grants**

#### **A. Grant application process.**

1. The AILRC shall award grants according to the competitive grant solicitation requirements of this Article.
2. The AILRC shall post the grant application and manual on the AILRC's web site at least four weeks before the due date of a grant application.
3. The AILRC shall ensure that the grant application manual contains the following items:
  - a. Grant topics related to AILRC programs specified by A.R.S. § 3-526.02(B) and (C)(5);
  - b. A statement that the information contained in an application is not confidential;
  - c. A statement that the AILRC funding source is primarily from per carton assessments on iceberg lettuce grown in Arizona;
  - d. An application form including sections about the description of the grant project, scope of work to be performed, an authorized signature line, and a sample budget form;
  - e. A statement that the applicant shall not include overhead expenses in the budget for the proposed project.
  - f. The criteria that the AILRC shall use to evaluate an application;
  - g. The date and time by which the applicant shall submit an application;
  - h. The anticipated date of the AILRC award;
  - i. A copy of the AILRC grant solicitation rules; and
  - j. Any other information necessary for the grant application.
4. The AILRC shall not consider an application received by the AILRC after the due date and time.

#### **B. Criteria. The AILRC shall consider the following when reviewing a grant application and deciding whether to award AILRC funds:**

1. The applicant's successful completion of prior research projects.
2. The extent to which the proposed project identifies solutions to current issues facing the iceberg lettuce industry.
3. The extent to which the proposed project addresses future issues facing the iceberg lettuce industry.
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year.
5. The appropriateness of the budget request in achieving the project objectives.
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

#### **C. Public participation.**

1. The AILRC shall make all applications available for public inspection by the business day following the application due date.
2. Before awarding a grant, the AILRC shall discuss and evaluate grant applications and proposed projects at a meeting conducted under A.R.S. § 38-431 et seq.

#### **D. Evaluation of grant applications.**

1. The AILRC may allow applicants to make oral or written presentations at the public meeting if time, applicant availability, and meeting space permit.
2. The AILRC may modify an applicant's proposed project in awarding funding.
3. The AILRC shall notify an applicant in writing of the AILRC's decision to fund, modify, or deny funding for a proposed project within 10 business days of the AILRC decision. The AILRC shall notify applicants by the U.S. Postal Service, commercial delivery, electronic mail, or facsimile.

#### **E. Awards and project monitoring.**

1. Before releasing grant funds, the AILRC shall execute a grant award agreement with the awardee. The awardee shall agree to accept the grant's legal requirements and conditions and authorize the AILRC to monitor the progress of the project by signing a grant award agreement.
2. The AILRC shall pay no more than 50% of the grant in the initial payment to the awardee.
3. During the term of the project, the awardee shall inform the AILRC of changes to the awardee's address, telephone number, or other contact information.
4. The AILRC may require an interim written report or oral presentation from the awardee during the pendency of the project.
5. The AILRC shall not award grant funds remaining after the initial payment until the awardee submits to the AILRC:
  - a. A final research report, and
  - b. An invoice for actual final project expenses not exceeding the remaining portion of the award.
6. The AILRC shall make research findings and reports resulting from any grant awarded by the AILRC available to Arizona iceberg lettuce producers.

#### **F. Repayment. If the awardee does not complete the project as specified in the grant award agreement, the awardee shall return all unexpended grant funds within 30 days after receipt of a written request by the AILRC.**